

RULES FOR THE GENERAL PUBLIC

The following rules are set to protect the City Hall facility:


1. Any number of people over 100 must have special approval.
2. Requested hours must be adhered to – including set up and clean up.
3. Set up and clean up are the responsibility of those using the facility. Rearrangement and placement of the furniture will only be done by city employees. The City has six folding tables available for use if arrangements are made in advance. 20 additional folding chairs (provided by those using the facility) may be used if necessary.
4. Foods: There will be NO sit-down meal functions. Finger foods only are allowed, i.e., chips, dips, cheese, crackers, sandwiches, individual sweets. No barbeque or grease will be allowed. Wedding cakes will be permitted. No red punch or foods, such as watermelon, will be permitted. All chocolate foods must be approved.
5. Alcohol: Beer and white wine is permitted.
6. Dripless candles may be used throughout on tables, mantles and window sills.
7. A \$100 cash deposit is required when reserving the City Hall and signing the rules agreement. The City will provide a designated caretaker who must be present at all times at the cost of \$7.00 per hour, which will be deducted from the cash deposit. Balance of the deposit will be refunded after a complete inspection of the premises, provided all rules are followed.
8. The elevator is not a toy. It is provided for the convenience of those using the building. Please see that children do not play on it. In addition all food and outside chairs must be taken upstairs on the elevator. Any damages will be assessed to the responsible person.
9. Political functions are not permitted.
10. Parking in the rear of the building is permitted only in designated parking slots – there will be no double parking. Cars parked in front of the fire station will be ticketed.
11. Outside functions are considered to be a special request.

I hereby understand and agree to the above terms.


Responsible party

Date: November 14, 2002

1pm - 9pm


Cathi Dodgson
City of Port Gibson